

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-125 **Issue Date:** 09-07-12 **Closing Date:** 09-14-12

Data Control Technician
Information Technology (IT)
Department of Finance
Hourly Wage: DOQ/Full-Time/Regular

Responsible to receive, review, identify, and oversee incoming and outgoing job assignments in reference to mainframe projects, micro-computer applications, user requirements for assistance, training and definition. Performs as liaison between Data Processing and Program Personnel. Work includes verifying incoming and outgoing job assignments and performing related clerical duties. Must be able to assist in development of good employee communication throughout the YN organization.

Knowledge, Skills and Abilities:

- Knowledge of Data Processing goals and objectives.
- Knowledge of mainframe computer technology.
- Skills in computer diagnostic, mainframe, and micro.
- Skills in micro-computer, software, WordPerfect and Quatro Pro, data base applications and special software.
- Ability to perform data entry and clerical work at an acceptable level of proficiency.
- Ability to establish and maintain effective working relations with other employees, agencies, and the general public.
- Ability to maintain strict confidentiality of all computer data.
- Ability to make it to work.
- Ability to train and develop others in use of micro-computer software.
- Ability to establish excellent inter-personnel relations.
- Must have good communication skills.
- Good logic and analytic ability.

General Recruiting Indicators:

- Two years of progressively responsible secretarial experience, six month experience in data processing functions, and one year experience dealing with work of a highly confidential nature. OR,
- Combination of work experience and education/training demonstrating the ability to perform the work.

Necessary Special Requirements:

- Enrolled Yakama preference will be practiced.
- Must pass a pre-employment drug and alcohol test.